NC CI/CT SharePoint Dashboard

Dashboards are visual representations of data and key metrics. They show a snapshot of data gathered in NC COVID and CCTO. **This job aid will provide you an overview of the dashboard available on SharePoint.** This dashboard provides unsuppressed aggregate data and is not designed for public release. Access is only available by request, and is designed for LHD and state staff and CCTC regional supervisors and team leads. This dashboard is updated weekly.

You can request access to the dashboard using this [form](#), which will require you to enter an email associated with a **Microsoft Office 365** or **Microsoft Live** account. If you do not have one, see [page 4](#) for next steps. **When access has been granted**, you can log into the dashboard **using the email you submitted for access and the password associated with it.**

If you are having issues with access, please utilize the CT [ServiceNow portal](#) and select "Report a Technology Issue."
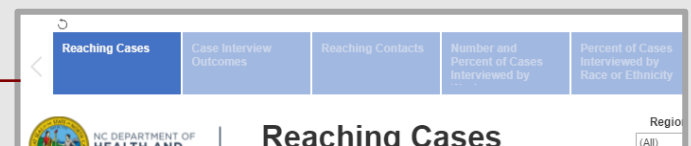
In order to access the dashboard, you must log into this [SharePoint site](#). Once you have logged in, click the **Contact Tracing Dashboard** on the right of the page. You can then bookmark the page for easy access.

CI-CT Dashboard

Search this site

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Documents

Hello and welcome to the North Carolina Contact Tracing and Case Investigation Data Dashboard!

On this dashboard, you will find:

- Case and contact outreach, viewable at the state or county-level
- Proportion of cases reached and timeliness of reach
- Case and contact outreach by race/ethnicity
- Upcoming improvements will include the proportion reached by text and email, and contact tracing timeliness and outcome data

Reaching Cases

Contact Tracing Dashboard

News

Newsletter Announcements
New Guidance: At-Home Testing
On October 6 th, NC DHHS issued a

Themes of NC CT and CI Data Dashboard

The **NC Contact Tracing and Case Investigation Dashboard*** on SharePoint highlights the following themes over a series of slides and data pages:

- **Case and Contact Outreach**
- **Proportion of cases reached** and timeliness of reach
- Case and contact **outreach by race/ethnicity**
- Contact tracing **timeliness and outcome** data
- Data filterable by **county, LHD, region,** and **date range**

| Reaching Cases | Case Interview Outcomes | Reaching Contacts | Number and Percent of Cases Interviewed by | Percent of Cases Interviewed by Race or Ethnicity |

Reaching Cases

The blue boxes at the top of the screen can be selected to display different slides for the items at the left.

*Only the first three boxes are visual slides. All other boxes display data for downloading purposes that can still be manipulated by filters.

Using Filters

Each dashboard slide shows charts and graphs based on data pulled from the total count of contact and/or case monitoring events in NC COVID and CCTO*. **Using filters on each slide allows you to narrow the selection of monitoring events shown so that you can see more relevant information.** For example, filtering by county will adjust the slide to reflect only the desired sample of monitoring events from that county. ***Notes on filters:***

- Available filter options may reflect the settings of related filters. For example, selecting *Region 4* within the Region filter will cause the options within the County and LHD filters to be limited to only counties and LHDs found under Region 4.

- All dashboard slides will allow you to filter Region, LHD, and County. These categories may also be filtered within a specific date range. Filtering on a specific date range will adjust the x-axis on the graphs accordingly, and it will also update the corresponding percentages at the top of the chart.

*Most of the data on the first two slides of the dashboard is from NC COVID. The donut charts on the second slide and the data on slide 3 come from CCTO.
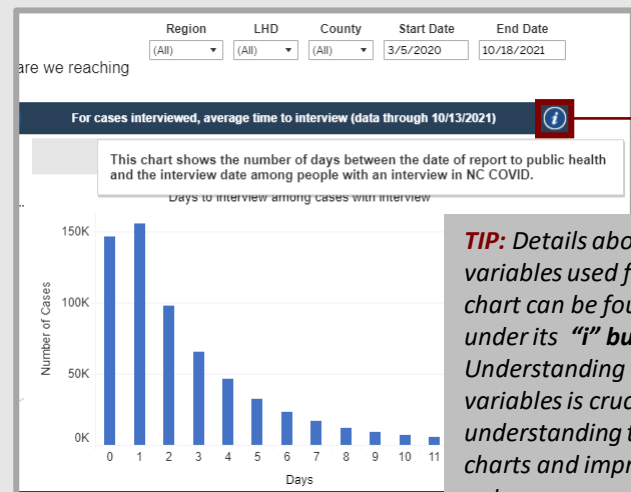
TIP: *Details about the variables used for each chart can be found under its "i" button. Understanding these variables is crucial to understanding the charts and improving outcomes.*
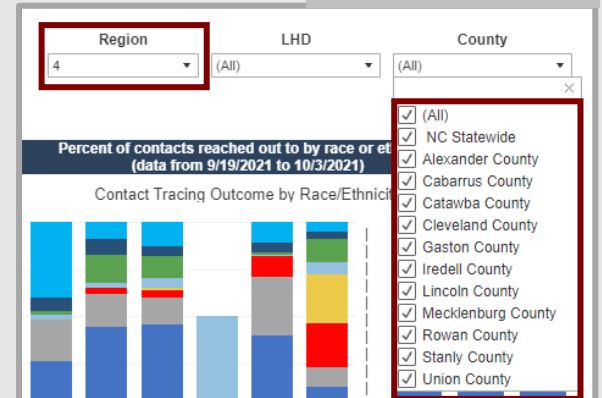
Reading the Dashboard

Each dashboard slide displays multiple charts and graphs for the monitoring events covered by the selected set of filters at the top, with each chart and graph presenting information differently. As you review, keep in mind:

1. Selecting the **timescale buttons** on the row of filters at the top (*Start Date, End Date*) will allow you to display the count of monitoring events in the time period interval and set by the other filters (*Region, LHD, County*).

Start date adjusted from 3/5/2020 to 5/6/2021. End date is 10/18/2021 for both.
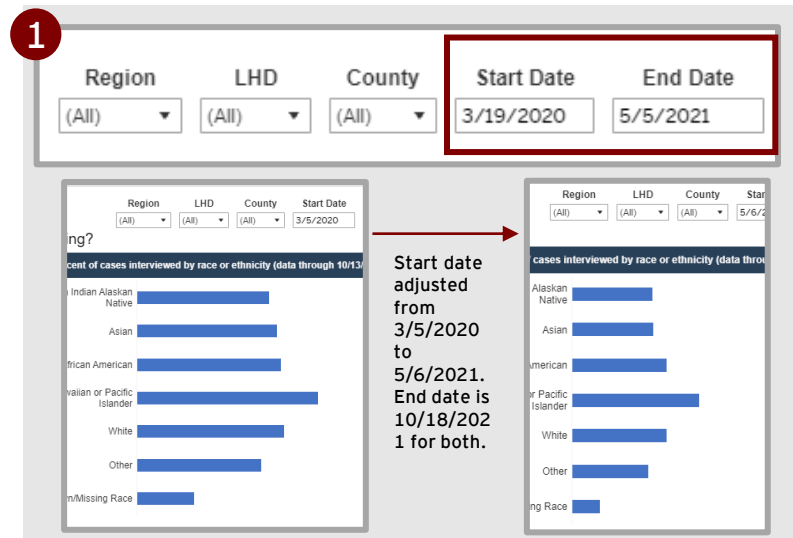
2. Each individual dashboard slide will display a different set of graphs. The **Reaching Cases** slide will display a graph detailing the number and percent of cases interviewed by week as well as a breakdown of the interviewed cases by race or ethnicity. The **Case Interview Outcomes** slide will display how quickly the interviewed cases were reached, and whether they are providing contacts. Finally, the **Reaching Contacts** slide displays a series of charts describing the percent of contacts identified and reached, and their contact tracing outcomes.

3. Clicking on any individual element will highlight it and offer you the option to simply display that one element, or exclude it entirely from the graph. Clicking on any of the whitespace around it will automatically de-select the element and return all charts to normal.

4. Keep in mind that clicking on any table entry or chart element does NOT trigger any other charts to update based on the selected filter. *Selecting filters will cause all charts to adjust simultaneously; however, if an element on one individual chart is directly selected without the use of filters, the rest will remain as they are.*
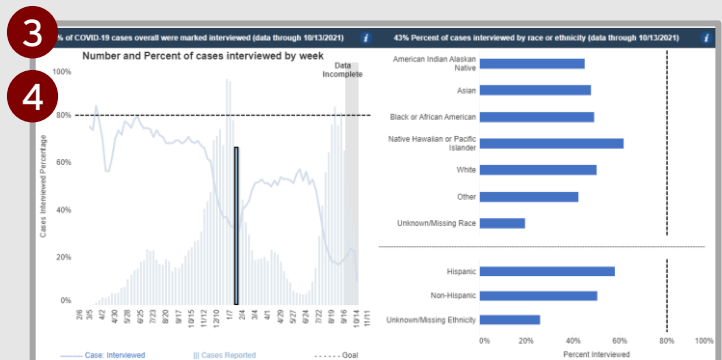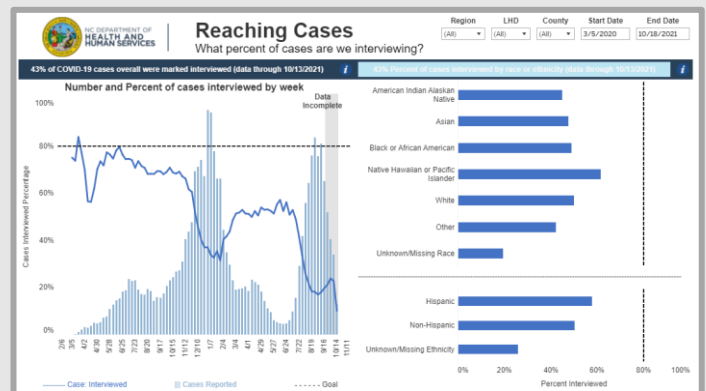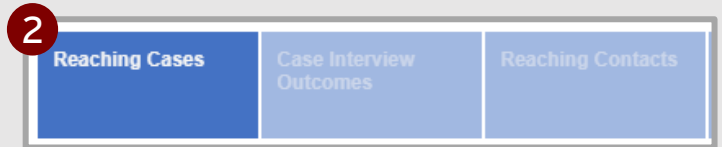
Downloading the Dashboard

Clicking the Download button next to the icon at the bottom right of the page will open a pop-up that allows you to download a dashboard slide in a variety of formats. *(It is recommended that a visual dashboard slide be downloaded as an image format, while the data from the non-visual slides can be downloaded in the "CrossTab" format as an Excel or CSV file.)* You can then save and refer back to this filtered dashboard at any point.

COVID-19 Community Team Outreach Tool
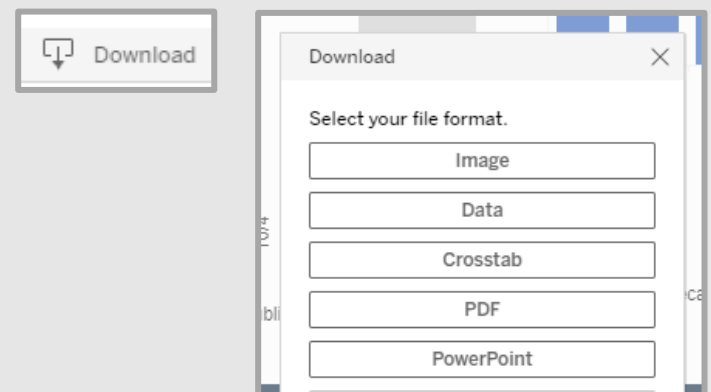
NC CI/CT SharePoint Dashboard

All individuals who would like access to the NC CI/CT dashboard should request access [using this form](#). You must have a Microsoft 365 or Microsoft Live email address to access the NC CI/CT dashboard.

If you do <u>not</u> have a Microsoft 365 or Microsoft live email address:

1. Navigate to https://www.live.com.
2. Click on **Create Free Account** and register for an outlook.com email domain and create a password.
3. Once this is done, you can then request access to the NC CI/CT dashboard using your new email address.
4. Once you receive the invite to access the dashboard, log in using your new account and its password and click the link to accept the invitation.

If you experience any issues accessing the SharePoint site, please utilize the CT [ServiceNow portal](#) and select "Report a Technology Issue."